

CONTROL OF TOP SECRET DOCUMENTS WITHIN CCS/PIC

BACKGROUND:

All TOP SECRET documents are controlled by Central Top Secret Control, OCR,

[REDACTED]

This office issues a block of numbers to each

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Top Secret Control point within the individual Divisions. (TSC/OCI, TSC/OSI, TSC/ORR etc) These individual control points (with the exception of DD/P) account for these numbers by a weekly log to Central Top Secret Control.

<sup>TSC</sup>  
These documents are received in PIC by the Top Secret Control Officer,

[REDACTED]

and are easily distinguished by their green cover sheets.

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CARD FILE:

As TOP SECRET documents are received in CCS/PIC they are recorded on a TOP SECRET Control card, Form 206, as shown below:

TSC CONTROL NO. 1500000	COPY NO. 3 & 4	DOCUMENT DATE 10 Dec 59	SOURCE DD/P
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Date recv'd: 11 Dec 1959

DOCUMENT NO. XXXXXXXX
SUBJECT The Three Little Bears

FORM NO. 206 1 SEP 54	REPLACES FORM 59-132 WHICH MAY BE USED.	TOP SECRET CONTROL CARD	(13)
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This card records the TOP SECRET Control number, copy number, date of document, source, subject--and also date received in CCS, and is filed numerically by Secretary CCS. This control card also indicates where the document was distributed and the signature of person receiving it.

COPY	TO	DATE	SIGNATURE
3	MSD	11 Dec 59	John Doe
4	CCS	11 Dec 59	<div></div> (File)

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DESTRUCTION OF DOCUMENTS:

All TOP SECRET material for destruction is recorded on an original and one form (regular memo format) to TSC/PIC--the green cover sheet signed as destroyed and witnessed and returned to TOP SECRET Control, DD/P--through our TSC/PIC. The original copy of the distruction certificate is sent to our TSC/PIC along with cover sheets--one copy remaining in CCS files.

STANDARD OPERATING PROCEDURE:

As documents are received CCS the following steps are taken by the Secretary.

1. Green Cover Sheet signed, filling in date & time received.
2. ~~When possible, interest of document determined~~

2. TOP SECRET card filled out, interested offices determined and indicated on back of card..& distributed.
3. Routed throughout CCS.
4. After routing, paneled
5. Filed.in CCS if for retention.
6. Destroy or return to originating office.

The majority of TOP SECRET documents recived from DD/P-TSC, are received in triplicate---they are disseminated as follows:

Copy 1 -  (for Project file)

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Copy 2 - Panel (for 1 week, then returned to CCS files)

Copy 3 - CCS Files

These reports  and are filed by Secretary/PIC numerically by TS number or they are IPC Lists, which are usually of interest to the Chief, CCS and are held by the Deputy Chief, until destruction.

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